



Guidelines for Cells / Committees





Admissions Committee

1. A specially constituted Admissions Guidance Cell to be functional from first week of June every year to guide students regarding availability and choice of suitable courses, as well as for clarification of doubts or queries regarding admissions and registrations.

2. *Eligibility for Admission to the Undergraduate courses*

- i. All students having passed 10+2 at school are eligible for admission into UG courses.
- ii. Admissions and allocation of subjects will be made on the basis of merit taking into consideration the marks obtained by the candidate in the last eligibility examination and a personal interview. The college would abide by the rules and norms of the MP Government and Barkatullah University
- iii. All applicants for Honours courses must have secured a minimum of 60% marks in their 10+2 exams.
- iv. Age limit for male candidates should not be more than 23 years as on 1st July of the academic year.
- v. There is no upper age limit for women candidates.
- vi. Age limit for male candidates of reserved categories should not be more than 25 years as on 1st July of the academic year unless revised by the MP Government.
- vii. Students seeking admission to subject / faculty / group other than the subjects of their eligibility examination can get admission only after deducting 5% of the marks obtained in their eligibility examination.

3. *Reserved Categories*

- i. Reservation policy of the Government of M.P. will be followed. Seats are reserved for various categories that are specified in the University guidelines.
- ii. Besides SC, ST and OBC. Reserved category will also include sports quota as per the guidelines of MPHE.
- iii. If candidates of reserved category are not available till the last date of admission then the reserved seats will be made available to the candidates of the general category.
- iv. Admissions open for Semester I of all UG and PG courses.

4. *How to Apply*



Step 1: To fill and submit an Online Admission form on the MP Online portal and college portal and upload all required documents. At the end of the process the student will be able to generate a confirmation receipt.

Step 2: Submit generated receipt to the college office along with a registration fee.

Step 3: Check college notice board / website for merit based list of names of eligible applicants and counselling dates & timings.

Step 4: Meet the counsellors on the stipulated dates and timings in the college, to confirm admissions, accompanied by parent / guardian. Students need to appear for a personal interview with the Principal on the same day. PG students do not need to bring parents / guardians.

Step 5: Submit the fee online immediately after confirmation, to register as a student and to confirm admission.

Step 6: Attend regular classes.

5. Instructional Guidelines

- Many of the courses having limited number of seats hence advising students to confirm their admissions as early as possible. A second list may be displayed, depending on the vacancies.
- Candidates who have been offered admission and do not register on or before the last date of fee payment will not be eligible for admission at a later date.
- The Principal may reserve the right to cancel any admission in case of deliberate attempt by the candidate to withhold information and his / her involvement in any misdeed.

6. Documents to be uploaded with the form

- A photocopy of the mark sheet of Class X and Class XII.
- Sports quota candidates should have played at the state or National levels and their documents must be countersigned by the Director, MP Sports and Youth Welfare Department.
- Candidates seeking admission in reserved categories must attach photocopies of relevant documents.

7. Documents needed during Payment of Fees



- Original Transfer Certificate
- Character Certificate

8. Modes of Fee Payment

The selected candidates will be provided with ID & password through SMS by which the students can deposit their fee either online or in cash.

Documents required for registration and enrolment

- Photocopy of Class XII mark sheet.
- An eligibility certificate from the Rani Durgawati University, if the applicant is from a state other than Madhya Pradesh.
- Migration Certificate – original – for CBSE and out of state candidates.

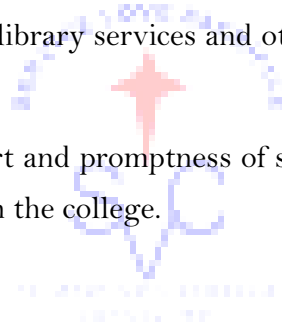
9. Other necessary information

- Students admitted from ICS / any other board or university to produce an eligibility certificate from Rani Durgawati University within a month.
- Students must bring their original mark sheets and all other relevant documents for verification at the time of their scheduled interviews.
- Students will be required to register for every semester by filling up the Registration Form available at the office.



Student Orientation Committee

1. The committee shall organize such sessions with the objective to reduce anxieties of the new entrants and to familiarize them with various aspects of the institute.
2. To orient and welcome new students at the beginning of the academic year.
3. Familiarize students with the rules and policies of the institute.
4. To facilitate the incoming students to have an interaction with the staff.
5. To expose students to campus life, history and culture.
6. To draw their attention to some of the key facilities and amenities at the campus.
7. To give information about student clubs, organizations, events, and activities.
8. To give information about library and I Cards and about the use of the student handbook.
9. To expose students to the range of library services and other resources available in the college for them.
10. To receive a feedback on the support and promptness of services available right from applying for admission to their induction stage in the college.





SC/ST/Minority Scholarships

1. The institution shall adopt the UGC scheme of coaching classes for entry in services for SC/ST/Minorities as laid down under the Twelfth plan.
2. It shall in principle and practice safeguard the interests of Schedule Castes, Schedule Tribes and Other Backward Castes and minorities by abiding to the specific provisions made for them to improve their status socially and educationally, so that they can take their rightful place in the society.
3. The basic objective of the coaching scheme shall be to prepare students belonging to SC/ST/OBC (non-creamy layer) and minority communities to get gainful employment in group 'A', 'B' or 'C' of central services, state services or equivalent positions in the private sector.
4. The college shall develop an employment information cell for providing information about various competitive examinations in the areas of its operation.
5. The UGC provides a financial assistance for conducting special classes outside the regular time table during the Twelfth plan. Students belonging to other backward classes and general candidates may also be allowed the benefits of such coaching classes. Thus, a nominal fee (not exceeding the monthly tuition fee) may be charged from general candidates. However, physically challenged students and students who are general candidates coming from families with income below the poverty line as per the guidelines of the State/UT/Central government shall be exempted from paying a fee.
6. The classes to be held on the working days before or after the class hours and even on holidays and vacations for the convenience of students.
7. Colleges covered under section 2(f) and 12 (b) of the UGC act with students belonging to SC/ST/OBC (non-creamy layer) and minority communities shall be considered for financial assistance under the scheme.
8. The Coordinator of the program will supervise the work under the scheme at the institutional level. Separate register to be maintained for different subjects. The coordinator, at the end of the third year of the program, shall submit through the Principal, an appraisal report indicating the progress of each candidate, including the ex-students.
9. Equal Opportunity Committee (EOC) will look into the SC/ST/OBC scholarships and other matters pertaining to these community in HEI.

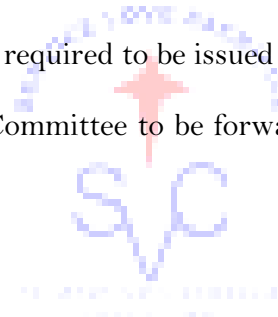


Discipline Committee

1. To realize the objective of achieving 'Freedom with Responsibility' and giving students an environment of comfort, safety, freedom and growth the Institution shall annually constitute a Discipline Committee to look after the student's welfare along with the institutional interest.
2. The committee to remain active throughout the year and shall function with student volunteers to ensure that the students maintain and propagate discipline at all levels.
3. Every student shall follow the College Code of Conduct
 - Every student ought to observe all the rules & regulations of the college.
 - Students should not loiter in the compound, basement or canteen during the class timings.
 - Students must comply with a minimum 75% attendance, CCE & project requirements.
 - Students should be decently dressed.
 - Students should enter the campus well before the commencement of classes.
 - Students should conduct themselves with decency, decorum and dignity.
 - No collection of cash or kind should be made in the college without the explicit permission of the Principal.
 - Smoking and chewing of tobacco is strictly prohibited.
 - All students are required to carry their Identity Cards
 - Use of mobile phones is strictly prohibited in the college building.
 - Students are prohibited from inviting outsiders into the college.
 - Students are required to keep the college premises neat & clean.
 - The students are required not to destroy damage or break any college property, furniture or fixture.



- The students should not arrange any welcome parties, picnics, outings or other programmes outside the college in the name of the institution without the permission of the principal.
 - If any student does not observe these rules & regulations, serious action can be taken against the breach of conduct.
4. The discipline cases to be handled in immediately, as soon as matter is reported.
 5. The concerned teachers shall take corrective measures in case of minor misconduct.
 6. Letters of apology to be obtained from the students
 7. Serious cases to be referred to the discipline committee and the committee to make necessary enquiries.
 8. The students to be counseled and if necessary, their parents to be called. An undertaking to be received from the parents and the ward.
 9. Warning letters, Suspension letters required to be issued whenever necessary.
 10. The financial requirements of the Committee to be forwarded to the Principal by the Incharge as and when the need arises



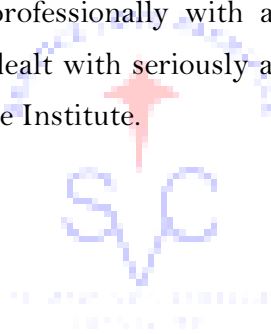


Placement Cell

1. The Placement Cell of the college shall assist in the placement of its Graduates studying in Final Year and Post graduates in their III and IV semesters as well as students in 2nd year of their graduation for part time jobs in various areas or sectors of the Job market.
2. The cell shall perform all activities including liaison with Corporate and Companies. It shall identify companies hiring fresh graduates of the college and invite companies to the college for campus recruitments through phone calls and sending invitations along with the college profile by mail.
3. As per the requirements of each company, the student data to be shortlisted and send if asked for and a suitable date in consultation with the company to be finalized for pre-placement talks and campus procedure.
4. Recruiting companies to visit the college and need be give a detailed presentation to the students interested to attend the interview process and conduct the selection process as per their norms.
5. The Training and Placement cell and various other Faculty members shall only facilitate and provide guidance to the students but getting a Placement shall be the sole responsibility of the students. Under no circumstances, Training & Placement shall assure Placement to all the students who apply for the job.
6. The activities by the cell to be performed in conjunction with the respective department faculties like
 - Interaction with potential recruiters
 - Conducting recruitment survey(s)
 - Placement Presentation (s) of Companies if required
 - Organizing resume Writing/GD/Interviews skills development sessions
 - Guiding students for the preparation of resume
 - Coordinating all the activities related to Placement
 - Monitoring the progress of Placement activities at regular intervals



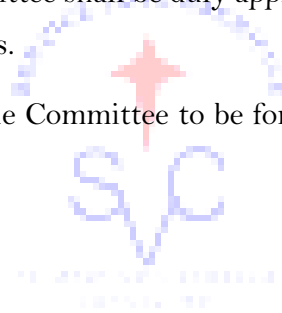
7. At the commencement of the session, the members of the student Placement committee to be selected. Then, amongst the volunteers the best three to be nominated as Placement coordinators and assigned major responsibilities being accountable to Head of Training and Placement.
8. The participation of entire batch in the Placement activities is not mandatory. The Verbal/Written offer received first is mandatory to be accepted i.e. once selected by a Company, the student would be considered as placed irrespective of the Company / Job profile or job location or salary offered.
9. The participating student(s) in Campus Drive shall be required to be present in the Institute in college uniform.
10. It is the student(s) responsibility to see the Placement notice and submit his/her resume or get himself / herself registered in the Placement Cell as specified in the notice. No resume will be accepted after the deadline date.
11. Students are expected to behave professionally with all employees of the ST MARY'S. Any misconduct or misbehavior will be dealt with seriously and could lead to disqualification from all Placement related assistance from the Institute.





Library Committee

1. The committee shall chalk out plans for the library in consultation with the principal and the library staff. The Library committee shall coordinate with the library staff for smooth library functioning.
2. The committee shall have an Incharge with 3-4 members as deemed by the Principal. The incharge to allot duties to team members which may include, preparing book lists for various departments, library discipline, enriching library, physical arrangements in the library, managing e-resources etc.
3. The meetings of the committee to be held atleast once in every semester with a follow-up to be done by the incharge along with the librarian.
4. Any decision taken by the committee shall be duly approved by the principal and communicated to all staff members and students.
5. The financial requirements of the Committee to be forwarded to the Principal by the Incharge as and when the need arises.





Research Cell

1. The Research Cell shall take up various independent project activities with potential donor/ funding partners/ agencies.
2. The Research Cell will be helping and encouraging faculties to write and publish papers, articles etc.
3. The Cell will help the Departments to invite research papers and articles for their respective departmental journals.
4. To organize need based training programme with suitable resource persons.
5. The Cell shall provide research guidance to the research scholars of the college as well as from outside.
6. The Cell will check the eligibility (UGC 12th plan Guidelines (2012-2017)) of the research scholars applying for the UGC Minor/Major Projects.
7. Timing for consultation for Research Scholars with Internal Guide from ST MARY'S will be 2:00 PM to 3:30 PM on all working days.
8. If scholars want an expert advice, guide related to the relevant topic will be arranged by the Cell.
9. The Cell would be communicating regarding various conferences and seminars to be held nationally and internationally.
10. Internal guides/teachers are motivated to go and take training sessions outside the college with prior consultation to Principal.
11. Research Cell awards the best research work (by students) with a memento and certificate of excellence.
12. Publication of the research work done by the students is promoted through the Cell.
13. Participants from other institutions are invited to attend training sessions in the college at nominal charges.
14. The members of the Cell appointed by the Principal may meet regularly for the smooth functioning of the Cell (Minimum 3 meetings in a year is recommended).
15. Working hours of the Cell will be as per the instructions of the college Principal.
16. The financial requirements of the Cell are forwarded to the Principal by the In-charge as and when the need arises.



17. The *ST MARY'S Manual of Research and Publication* describes the policies and guidelines for functioning of research committee, research grants, leaves and sabbaticals, College Journal Publishing policies and role of Ethics Committee.





Anti Ragging Cell

1. The cell started its functioning since the inception, henceforth, shall function to provide safety and maintain discipline with the objective to have a tension free campus, infusing the spirit of mutual respect for each other among the students
2. The cell shall create awareness and adopt preventive measures for Anti-Ragging through Code of conduct displayed in all the wings as well as in the planner, make provision of a Complaint Box to keep the anonymity along with the Helpline Number displayed in the campus
3. A Special Cell to be constituted with representatives from Police Head quarters and local police
4. The cell shall receive complaints in writing and investigation to be undertaken immediately based on the complaint. The parents to be contacted and the version from both the parties to be noted. A two way process to be followed giving equal opportunity to both the parties. Redressal to be done by way of counseling, if matter can be resolved amicably but necessary action to be taken in matter of serious cases
5. To strictly adhere to the UGC framed regulations in order to prohibit, prevent and eliminate the scourge of ragging. The notified regulations vide No. F. 1-16/2009 (CPP-II) dated 21.10.2009 to be made available on UGC website www.ugc.ac.in and an affidavit to be obtained from every Student, Parent/Guardian separately as per clause (m & n) of Regulation 6.2.



Grievance and Redressal Cell

1. The cell shall promote democratic environment to realize the primary needs of the staff and students and its resolutions for quantitative and qualitative development.
2. The cell shall receive grievances through
 - Open Forums
 - Meetings
 - One to one conversations, communication
 - Addressed to the Principal, Vice principal
 - Addressed to the wing coordinators, Heads of the Departments, course coordinators
 - Addressed to the class counselors
 - Via Student Representatives
 - Written applications
 - Complaints Registers
3. The grievance to be handled by the respective committees (i.e. Executive council/Anti –Ragging cell / Women cell/ Discipline committee) as per the nature of grievance.





Parent-Teacher Association

1. The association started in 2003 shall function to promote the common goal of developing students and furthering their interests by ensuring the role of parents as a major stakeholder of the institute and keeping the parents informed and aware of all the activities of the college.
2. Conduct an open house sessions for suggestions and to provide an opportunity to meet the teachers and have an open interaction regarding the wards progress.
3. To seek cooperation and support from parents for all planned academic & other programs and to have transparency in the education process by keeping the parents well informed, seeking their guidance for further improvements.
4. To make parents as a part of the resource pool by inviting them as experts.
5. To resolve issues of the parents and their wards in academics and administration.
6. To form an executive body of the interested parents who shall voluntarily be a part of it with the Principal as chairman.





Canteen Upkeep Committee

1. The members of the canteen upkeep committee shall regularly visit the canteen and monitor the activities and working of the canteen.
2. The members to check the utensils, food stuff, and behavior of the canteen employees.
3. No hike in prices before discussion and written permission of the principal.
4. The committee will prepare its report annually.
5. The committee must meet with the principal at least once in two months.
6. The members of the committee will frequently visit the canteen to ensure working of canteen.
7. The committee to take a feedback from students and college staff members about the services being provided by the canteen.
8. The committee to meet the Principal at regular intervals to report about the activities of the canteen.
9. The functional areas of the committee will be
 - To monitor and cater to the demands of students
 - To ensure provision of good quality food at proper rates
 - To ensure healthy, hygienic and pleasant environment
 - Ensuring good professional services by the Canteen Staff
 - To maintain discipline and decorum in the canteen



Feedback Review Committee

1. The committee shall every year undertake the process of feedback from its stakeholders to objectively measure where it stands and to know and understand the areas that require attention or intervention to facilitate quality education and achieve excellence.
2. Feedback Review Committee shall comprise of the following members
 - Principal (The Patron)
 - Feedback Committee In Charge
 - Committee Members-05 (based on the recommendations of the Principal)
3. The stakeholders of the Institution shall be
 - *Students*
 - *Parents*
 - *Staff- Teaching and Non-teaching*
 - *Alumni*
 - *Linkages (NGOs and Industries)*
4. The respondents of Feedback Review process shall be Students, Staff, Parents, Alumni Members, Office Staff/Support Staff/Library Staff and NGOs/Industries.
5. The committee shall start to work from the beginning of every academic session and shall meet prior to the process to design tool and develop a plan of action for the process. The frequency of review process to be once in a year (February).
6. The committee shall
 - examine the quality of curricular, co-curricular and support system of the institution from the students perspective.
 - understand the expectation of the parents and their suggestions to further enhance the quality of education and other support systems of the institution.





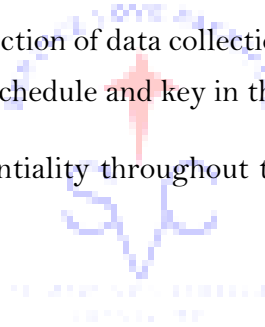
- understand the requirements and level of satisfaction of staff (teaching and non-teaching) for enhancing their performance.
- to meet the needs of the industry and organizations in a much better and focused way based on the suggestions given by its stakeholders.

7. *Responsibilities of Feedback Committee In-Charge*

- Prepare feedback questionnaire in consultation with the Principal and the committee members and finalize the date for the review in consultation with the Principal.
- Monitor the data collection process from the respondents.
- Prepare the review report and submit to the head of the institution and ensure objectivity and confidentiality throughout the process.

8. *Responsibilities of Feedback Committee members*

- Assist the Incharge in the construction of data collection tool for the review process, collect data from the stakeholders as per the schedule and key in the data for analysis.
- Maintain objectivity and confidentiality throughout the process and assist the Incharge in the compilation of final report.





Student Union Election

1. Students union elections to be conducted by the college as per the directives of higher education department of Madhya Pradesh for the following posts in the college:

- Class Representative
- President
- Vice- President
- Secretary
- Joint Secretary
- University Representative

2. ***Eligibility For Candidates***

The institute shall follow the rules regarding the eligibility of candidate as stated in the Ordinance of Student Union Election by Higher Education Department of M.P that are as under

- i. Student Should Not Have Passed Class 12 before year specified In Ordinance of Student Union Election by Higher Education Department of M.P. for U.G. And P.G.
- ii. Should have paid all dues of college and university till date.
- iii. Should have passed a course in minimum time period.
- iv. Should have no legal case pending.
- v. Should not have been punished for crime
- vi. No action taken or pending for U.F.M. during university exam.
- vii. Should not be working.
- viii. No disciplinary action taken by college.
- ix. Should not have left a course incomplete to join another course.
- x. Should not have passed any exam through ATKT.
- xi. Should not have had a gap year.



- xii. Should not have been involved in ragging.
- xiii. Should have a good academic record.
- xiv. Should have been regular student in the year of election.
- xv. Certificate, diploma, PG diploma courses, M.Phil and research classes not to be included for student union election.
- xvi. Student should not be provisionally admitted.

3. ***PHASES OF ELECTION:*** Student union elections to be conducted in two phases-

Phase I Election of Class Representative.

Phase II Election of Post Holders and University Representative.

4. ***Students Union Election Rules Cum Procedure***

- i. In the polling room no agent/ representative of the candidate shall be present. However, the candidate can be present in the polling room.
- ii. If any of the contestants is present in the polling room, then the empty box should be shown to the contestant and then should be locked in his presence by paper and glue provided with seal on it having signature of election officer and date.
- iii. Voter would sign on voter list against his/her name and the polling officer will put a tick mark against the contestant name.
- iv. On the back side of the ballot, the polling officer will put his signature and date before voting.
- v. All contestants will have to compulsorily bring their ID card and fee receipt.
- vi. After election the polling officer will put his signature on the back of their ID card and fee receipt.
- vii. After voting is over the polling officer will open the ballot boxes in front of the candidates and counting of votes will be done as per rules.
- viii. After counting of votes the material will be deposited in specified control room. Specified Performa.
- ix. All material information required in the nomination letter to be compulsorily filled.
- x. Every election would be by secret ballot system.



- xi. In case of tie, decision would be by draw of chit.
 - xii. After the voting the counting will continue at the same venue and it is desirable for the contestants to be present in the same room. The official copy of the declared result would be taken from election control room to the Head of Institution.
 - xiii. Class representative of every section along with their proposer and supporter are compulsorily required to be present personally for signing the documents in front of polling officer.
 - xiv. The same candidate can apply for more than one student union post.
 - xv. Once the filled nomination letter has been submitted to the concerned officer it cannot be taken back for any changes
 - xvi. Voters of every category have to come for voting with their Identity cards and admission receipt.
 - xvii. If the proposer and supporter signs for more than one candidate then the nomination letters will be cancelled.
 - xviii. For secret voting a tick mark to be put against the candidate's name.
 - xix. Result of Student Union Election will be announced on the conclusion of election.
 - xx. Elected candidates shall be administered an oath to the chair.
5. The financial requirements of the Committee to be forwarded to the Principal by the Incharge as and when the need arises.



Student Quality Assurance Cell (SQAC)

1. Till the time Student Council Elections are not approved by the Higher Education Department, St Mary's PG College Vidisha to have a functional SQAC. The motive behind constituting this cell shall be to bridge the gap between students and the college management.
2. The main focus of the college for having SQAC is to allow the students to get involved in the decision making process. Any ideas or problems relating to any matter that affects the students could be brought to the notice of management.
3. From each department of the college few students to be nominated by the HODs as representatives to work under SQAC. These students to serve as a link between the management and other students.





Cultural Committee

1. The Cultural Committee shall be responsible for organizing Fresher's Day, Youth Festival and Annual Function of the college.

A) Fresher's day

1. The committee shall decide a probable date for Fresher's day to welcome the new entrants to the college and get it approved by the Principal.
2. Once the date is prepared, the committee to decide the theme for the function and discuss the variety of programs to be there in accordance with the theme.
3. The time limit to be fixed and the program to be prepared accordingly.
4. Teachers to be allocated responsibility of each group whether dance or song or skit or mime.
5. Common auditions to be held to select the students for various events and selected students to practice with the teachers in-charge after the class hours.
6. Practice to start 10 days before the program. The deadline to be fixed wherein all teachers to complete the practice so that rehearsal can be held with final comparers and changes if any can be made during final preparations.

B) Youth Festival

1. Rani Durgawati University organizes youth festival every year in all the colleges affiliated to it. There are various categories of events that are conducted namely dance, song, play, skit, mime, painting, rangoli, clay modeling, etc.
2. The committee to look into the preparation that may start by end of August. The first round of auditions to be held for various categories on different dates. Students to be informed by public announcement system and information to be also displayed on the notice board.
3. The final selection to be made on the basis of merit for various categories. The rules and regulations to be followed of the university as given in their guide book and to follow the university declared dates for various events with the winner moving to the second level.
4. There are various level competitions, namely Intra-College, Inter-University, State level and National level. The first stage events are to be conducted at various colleges in the state, followed



subsequently by university level, state level and national level. Further ahead, the participating students to follow the guidelines of the university cultural committee.

C) Annual Function

1. The Annual function to be held once in every 2 years shall be theme-based the theme to be executed on the basis of a script with professional scriptwriters sought if required.
2. Students to be selected on the basis of talent and teachers to be allocated various responsibilities with the involvement of all.
3. Technical aspects like sound, special effects, recording and help of other experts to be taken during the course of practice and many rehearsals to be undertaken before a final put up of the show.

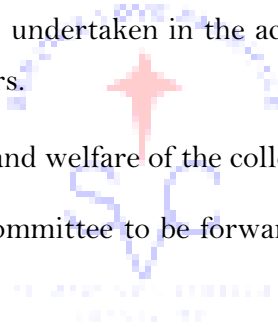
D) Farewell

1. A send-off to be given to the students of sixth semester of graduate and fourth semester of post graduate course in the month of April.
2. The program to be finalized according to the event and allocation of duties among teachers to be done.
3. Teachers to monitor the practice of students and the song selection and the lyrics. The Practice to be held 10 days before the program and final two days to be kept for final rehearsals.
4. The financial requirements of the Committee to be forwarded to the Principal by the In-charge as and when the need arises.



Extra-Curricular Activities

1. To promote and arrange extra-curricular activities to bring out the talents of students in performing arts.
2. Duties and responsibilities
 - To formulate plans for extra-curricular activities.
 - To coordinate with the members of different committees.
 - To take up meetings as and when required.
 - To see that the programmes selected by the students are constructive. The programmes or activities should be scrutinized for their educational relevance.
 - To keep a record of all activities undertaken in the academic year. The record must consist of names of participants and winners.
 - To contribute to the well being and welfare of the college and related activities.
3. The financial requirements of the committee to be forwarded to the Principal by the in-charge as and when the need arises.





Observance of Important Days

Human Rights and Charity Day

1. The College with the aim to promote respect for human rights among students to move towards a better world, wherein citizens are just, humane and compassionate towards fellow citizens and humans may observe Human Rights and Charity Day on December 10th every year, which is the International Human Rights Day. The date of observing Human Rights and Charity Day could vary every year to avoid clash with key academic activities of the college.
2. The college may conduct such activities that would help instil following values among students
 - Preventing students from moral turpitude
 - Conservation of energy and environment
 - Protection and development of cleanliness and sensitivity towards sanitation
 - Promoting healthy
3. There would be two meetings for planning the activity before scheduling it for any date. During these meetings (maximum two), committee is supposed to finalize the entire plan of action for conducting this celebration. This Plan of Action (PoA) along with proposed budget for conducting the activity will then be submitted to management of St Mary's PG College Vidisha(ST MARY'S) for approval. Once approved, the activity will then be carried out on decided date as per the Plan of Action.
4. Responsibility of conducting these meetings would lie with coordinator of the committee and getting the activity approved from the management would be the responsibility of the chairperson of the committee.
5. A minimum of two (02) members should be there in the organizing committee. This number could be up to 6 members or as specified by the Principal of the ST MARY'S.
6. Organizing Committee may entrust the responsibility of circulation of information in public regarding the observation of such days/events, to anyone of the student volunteer or a person specified for this by the Principal of the institution.



7. The financial requirements to be forwarded to the Principal by the Committee Incharge as and when the need arises.





Women Cell

1. The cell shall function with the purpose to overcome gender disparity and empower the female students through
 - Creating awareness about their own status in the society and motivate them in opting right career.
 - Educating them about the equal opportunities in the college and in the society as a whole.
 - Equal access to all the facilities including academics, cultural, sports, gym, swimming.
 - To provide a forum for sharing their views and experiences with others and also experts.
 - To develop an atmosphere of safety and security in the co-education by ensuring that they get respect.
 - To make them aware and to provide them the knowledge of their rights.
 - Educating them about prevalent societal development and self-defense mechanism.
 - To reduce the gender based discrimination.
 - To imbibe self-respect and confidence.
2. The forum shall address their grievances, clear misunderstandings and educates them on social and health issues.
3. It shall strengthen the opportunities and create positive environment to realize their potentials and promote development.



Complaint Management

1. The purpose is to define the role of academic administration based on perseverance, fairness, good listening skills, tact and legal requirements to further the objective of
 - Right decision making in the interest of the students
 - Visibility and access to the authorities for resolving the issues
 - Responsiveness in carefully handling individual complaint
 - Assessment of the situation and necessary action
 - Providing feedback to the complainant and
 - Monitoring effectiveness
2. The matters pertaining to subjects, teaching, curriculum, internal assessment to be handled by the academic in charge and the matters concerning exams to be handled by the examination in charge.
3. The layers involved in the process shall be
 - Principal
 - Vice Principal
 - Academic in Charge/ Examination in Charge
 - Heads of the Departments
 - Course co coordinators
 - Class Counselors
 - Subject Teachers



National Service Scheme (NSS)

1. National Service Scheme is run and governed by the Ministry of Sports and Youth Welfare New Delhi, Govt. of India and Department of Higher Education Govt. of M.P. NSS is a voluntary organization, functioning for the personality and all round development of the young students.
2. The design of the NSS envisages that each educational institution covered under the Scheme has at least one NSS unit comprising of normally 100 student volunteers, led by a teacher designated as Programme Officer (PO). Each NSS unit adopts a village or slum for taking up its activities. An NSS volunteer is required to undertake the following work/ activities:
 - Regular NSS Activity: Each NSS volunteer is required to put in minimum 120 hours of community service per year for two years, i.e., total 240 hours. This work is undertaken in villages/ slums adopted by NSS unit or school/ college campuses, usually after study hours or during weekends.
 - Special Camping Programme: Each NSS unit to organise a Special Camp of 7 days duration in adopted villages or urban slums during vacations with some specific projects by involving the local communities. Each volunteer is required to participate in a Special Camp once during the 2 year period
3. NSS volunteers to work on issues of social relevance, that keep evolving in response to the needs of the community, through regular and special camping activities. Such issues to include (i) literacy and education, (ii) health, family welfare and nutrition, (iii) environment conservation, (iv) social service programmes, (v) programmes for empowerment of women, (vi) programmes connected with economic development activities, (vii) rescue and relief during calamities, etc.
4. The funding for conducting various activities is done by Central and State Government in a ratio 7:5. The college also to fund if and when required.



Alumni Committee

1. The college recognizes the Alumni as important stakeholders. The objectives of the Committee is to build a strong network with the Alumni.
2. The Committee shall be responsible for
 - facilitating the formation of the Alumni Association and a rotation of its Executive from time to time
 - enabling the organization of Association meetings and making arrangements for them
 - building a database of the alumni
 - building connectivity with the alumni through engaging their services and ensuring their presence for important or relevant college activities
 - utilizing the resources of the alumni for the benefit of the college and its students through mutual goodwill and understanding
 - facilitating the organization of alumni meets
 - inviting accomplished members of the alumni as resource persons for ST MARY'S students
3. The financial requirements of the body to be forwarded to the Principal by the Incharge as and when the need arises.



Vigilance Committee

1. A vigilance committee to be constituted to promote good governance and positive contribution by the teachers in academic, co-academic and cultural activities.
2. To create an environment where everyone is able to work to their full potential by remaining more alert to the surroundings to check any unpleasantness.
3. Vigilance committee to also monitor that students practice basic values in their day to day activities and imbibe a sense of responsibility to have an edge over others.
4. The committee to monitor various events that takes place in the college and students discipline in the campus during class hours and after the class.
5. The financial requirements of the Committee to be forwarded to the Principal by the Committee Incharge as and when the need arises.

